

USA, San Diego \$112,558 - \$168,837 Port of San Diego

Organization: Port of San Diego

Job Category: Engineering and Technology

Job Type: Full Time

Country: USA

State/Province: California (CA)

City: San Diego

Post Code: 92101

Salary and Benefits: \$112,558 - \$168,837

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Engineering-Construction Manager for the Unified Port of San Diego

The Engineering-Construction Manager is a Division Manager primarily responsible for the successful delivery of all District projects in the construction phase. This division includes Construction Managers, Construction Inspectors, a Surveying Team and Interns.

This class is responsible for planning, assigning, monitoring, coordinating and managing the work of professional and technical staff in the Engineering – Construction Department. Supervision of functions and staff is exercised either directly or through subordinate supervisors. Assignments are typically received in the form of general instructions and objectives from the Chief Engineer/Director, Engineering-Construction, and work is reviewed through conferences, report analysis and program results.

Essential Duties and Responsibilities:

The following statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

1. Plans, supervises and evaluates the work of assigned professional and technical staff; with staff, develops, implements and monitors work plans to achieve the Engineering-Construction department's mission, goals and performance measures; participates in developing and monitoring performance against the department budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance.

improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's Personnel rules and regulations, policies and labor contract provisions.

3. Provides leadership and works with staff to create a high-performance, service-oriented work environment that supports the District's and department's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Prepares or directs the preparation of a wide variety of studies and reports related to the engineering design of capital improvement and major maintenance and repair projects for the District's physical plant, public works and harbor infrastructure; develops specific programs to address the District's short- and long-range capital improvement and major repair needs.
5. Establishes planning goals for assigned section; sets and communicates priorities to subordinates; provides general direction and oversight related to the activities of professional and technical engineering personnel.
6. Directs the preparation of plans, specifications, designs, estimates and schedules for capital improvement and major maintenance and repair projects in a variety of engineering disciplines, including structural, traffic, geotechnical, electrical and mechanical engineering.
7. Ensures and monitors the coordination of the section's work with the work of other departments and agencies; interfaces with department heads, governmental agencies and the public.
8. Provides professional and technical assistance to staff and other District personnel.
9. Sets standards for department activities to comply with District policies, pertinent codes, regulations and guidelines; monitors developments related to the department's activities, evaluates their impact, and develops and implements policy and procedure improvements.
10. Evaluates and approves plans for capital improvement and major repair projects prepared by staff and consulting engineers.
11. Develops and/or reviews policies, procedures and programs, identifies and resolves issues, and develops compliance and implementation strategies which effect the development of capital improvement plans, major maintenance of District infrastructure and the section.
12. Provides leadership to staff through direction and mentoring; develops staff training programs.
13. Prepares and maintains a variety of written records and reports.
14. Confers with and advises District staff and other agencies regarding assigned areas of responsibility; confers with developers, engineers, architects and others regarding unusual construction problems.

15. Monitors progress of capital improvement and major maintenance and repair projects in the field, through reports, interaction with subordinates and the review of completed work; evaluates the level of service provided as a basis for making improvements to productivity and cost effectiveness; evaluates work methods and procedures, staffing, scheduling practices, productivity and costs as guides to improved practices.
16. Monitors state and federal regulations and develops bid documents, specifications and standards to meet compliance; reviews bid results and recommends contract award to the governing body; develops consultant scope of work and negotiates professional service contracts to support the preparation of capital improvement programs, major maintenance or special studies.
17. Represents the section in meetings with other departments and agencies.
18. Participates in developing Engineering-Construction Department policies, takes leadership in implementing department programs and initiatives, and manages change.
19. Manages the evaluation, development, procurement and implementation of new technology relevant to the section's programs.
20. Develops policies and procedures to ensure the maintenance of accurate and detailed records of section activities, findings and results.
21. Prepares and reviews Board agenda sheets for presentation at monthly Board meetings and/or workshops.
22. Assists the Chief Engineer and Department staff with the implementation of Board policies, including interpretation and application to capital improvement and major maintenance projects.

Qualifications:

Knowledge of:

1. Principles, theories, practices and techniques of civil engineering design.
2. Modern methods of public works construction and structural design concepts.
3. Federal, state and local laws, regulations and codes applicable to assigned areas of responsibility.
4. Engineering survey principles, methods and practices.
5. Principles and practices of budgeting, purchasing and maintenance of public records.
6. Research methods and analysis techniques.
7. Principles and practices of effective human resource management and supervision.

8. Principles and practices of sound business communications.
9. Computer software applications related to the work.
10. Effective leadership techniques.
11. Principles and practices of effective management and supervision.
12. District Personnel Rules and Regulations, policies and labor contract provisions.

Ability to:

1. Plan, organize, monitor and evaluates the work of professional and technical engineering staff.
2. Analyze and make sound recommendations on complex management and administrative issues.
3. Understand, interpret, explain and apply District policy and procedures governing assigned areas of responsibility.
4. Present proposals and recommendations clearly and logically in public meetings.
5. Represent the District effectively in negotiations.
6. Develop and implement appropriate procedures and controls.
7. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
8. Exercise sound, expert independent judgment within general policy guidelines.
9. Establish and maintain effective, collaborative working relationships with all levels of District management, other governmental officials, contractors, employees and the public.
10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
11. Provide leadership and direction within a diverse, team-oriented work environment.
12. Communicate effectively with a broad spectrum of people in a diverse work force and community.
13. Build and maintain professional networks and develop and draw on the abilities of staff.
14. Identify issues proactively, analyze complex problems, and involve others appropriately in making effective decisions.
15. Plan strategically and manage to successful completion a wide range of assignments including complex engineering projects.

MINIMUM REQUIREMENTS

Education, Training and Experience:

Graduation from a four-year college or university with a major in civil engineering or a closely related field; and eight years of progressively responsible civil engineering experience, at least three years of which were in a supervisory capacity. Time served as a District Intern will count towards the years of experience.

Licenses; Certificates; Special Requirements:

A current, valid California Class C driver's license at time of appointment and maintained at all times thereafter in order to operate a vehicle on District business.

Registration as a professional engineer in the State of California.

Supplemental Information:**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.